

**From My company (legal entity) – My name (self-employment)**

**Address: My street**

**Postal code + My commune**

**My VAT-number BE 0123.456.789**

*Or if in demand – to mention temporarily:*

**Belgian VAT-number in the process of registration**

**To My client**

**My client's Street**

**Client's Postal Code – Belgian Commune**

**Belgium**

**Client's Company number =**

**KBO-BCE / VAT- registration number**

Invoice number: year/001

Date: Today

Due date: In accordance to the agreement you have with your client

For services rendered during “the MONTH” or for whatever specific project or mission: Fee to mention in euro (for instance: 20 days @ 400,00 euro = 8.000,00 euro)

VAT: 21% on the net euro amount (1.680,00 euro)

Total amount to pay in euro inclusive 21% VAT (9.680,00 euro)

Payment coordinates:

Beneficiary: My company name – My personal name

Bank Account number: IBAN BE12 1234 5678 9123

BIC-code of bank: ABCDEFGH

Address of bank

**Whatever additional professional coordinates you wish to mention on the invoice:**

My email address – my internet website – my Skype reference  
my mobile phone number – my landline number – my fax number -